**MEETING OF SGSU EXECUTIVE – MINUTES**

**Tuesday 29th November 2016**

**5.30pm - JPLT**

Present

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| **FH** | Francesca Harris | General Secretary |
| **BA** | Bethany Agnew | Campaigns Officer |
| **CBl** | Cerys Bladen | Heritage Officer |
| **SH** | Sarah Hill | Communications Officer |
| **JC** | Joe Clark | Communications Officer |
| **WM** | Will Morrell | Sports Officer |
| **NMel** | Naomi Melamed | Societies Officer |
| **AD** | Alex Denley | Technical Officer |
| **AP** | Avin Philip | Equality and Diversity Officer |
| **KS** | Khadija Stone | Equality and Diversity Officer |
| **ET** | Eesha Tripathi | Charities Officer |
| **NMer** | Na’im Merchant | Student Trustee |
| **NA** | Naireen Asim | Charities Officer |
| **CBa** | Cameron Barclay | Environment and Ethics Officer |
| **BO** | Bukola Ogunjinmi | International Officer |
| **YK** | Yuna Kishimoto | Events Officer |
| **JT** | Jeremy Teo | Events Officer |
| **CA** | Chandru Amaranathan | Events Officer |
| **MD** | Mustafa Dashti | Community Project Officer |
| **SS** | Sunil Singh | Representation Officer |
| **GB** | Gabriela Barzyk | Representation Officer |
| **IB** | Ishaan Bhide | VP Finance and Student Activities |
| **CBr** | Corey Briffa | President |
| **AS** | Ash Sithirapathy | Societies Officer |
| **LuC** | Lucy Chapman | Campaigns Officer |
| **CL** | Chantal Liu | International Officer |
| **KT** | Kat Telford | Chair |
| **SL** | Sarah Lasoye | NUS Delegate |
| **EO** | Ethan Osborn | Technical Officer |
| **JM** | Jess McNaughton | Societies Officer |
| **GB** | Gabriela Barzyk | Representation Officer |

Apologies

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| **LoC** | Lorna Chapman | Societies Officer |
| **RV** | Ruth Varney | Communications Officer |
| **SA** | Saeed Azizi | Student Trustee |
| **AB** | Anya Brown | Heritage Officer |
| **TA** | Tanisha Amin | VP Education and Welfare |
| **RT** | Ruben Thumbadoo | Student Trustee |

Minutes from the previous meeting were PASSED

Matters arising

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| **Ishaan** | Make budget code for AFP Society | Complete |
| **Heritage** | Update board | Complete |
| **Socs** | File handover and constitution for ABSoc, Persian/Afghan Soc and Equalisiing Opportunities in Medicine Society | Complete |
| **Comms** | Make webpage for ABSoc, Persian/Afghan Soc and Equalisiing Opportunities in Medicine Society | Complete |
| **Fran** | Make email account for ABSoc, Persian/Afghan Soc and Equalisiing Opportunities in Medicine Society | Complete |
| **Ishaan** | Make budget code for ABSoc, Persian/Afghan Soc and Equalisiing Opportunities in Medicine Society | Complete |
| **CBr/TA** | Meet with Equalising Opportunities in Medicine | Complete |
| **CPOs** | Speak to Equalising Opportunities in Medicine about converting to a CP | Complete |
| **Ishaan + Socs** | To go through and amend society start up document | Ongoing |

1. **Reports**

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| President | CBr gave a verbal summary of the written report.**AP – meet with Technical Officers****AP – to explain the restructuring of roles within the SU** | PASSED |
| VP F+SA | IB gave a verbal summary of the written report. | PASSED |
| VP E+W | TA was not present to give a verbal summary of the report. | PASSED |
| General Secretary | FH gave a verbal summary of the written report. | PASSED |
| Events Officers | YK gave a verbal summary of the written report. | PASSED |
| Technical Officers | AD gave a verbal summary of the written report.**AP – Ethan to train up Alex and Michelle before the next exec meeting.** | PASSED |
| Sports Officers | WM gave a verbal summary of the written report. | PASSED |
| Communications Officers | SH gave a verbal summary of the written report.**AP – meet with Corey about putting money into newsletter.** | PASSED |
| Heritage Officers | CBl gave a verbal summary of the written report. | PASSED |
| Charities Officers | NA gave a verbal summary of the written report. | PASSED |
| Societies Officers | JM gave a verbal summary of the written report.**AP – meet with Kat to talk about constitution for societies.** | PASSED |
| CP Officers | MD gave a verbal summary of the report.**AP – send information on CP award to Comms** | PASSED |
| E+D Officers | AP gave a verbal summary of the written report.**AP – meet with zone leader to define role, particularly in regards to show regulation.** | PASSED |
| E+E Officer | CBa gave a verbal summary of the written report.**AP – meet with Campaigns****AP – meet with Tanisha****AP – send in NUS Summit report** | PASSED |
| International Officers | CL gave a verbal summary of the written report. | PASSED |
| Representation Officers | SS gave a verbal summary of the written report. | PASSED |
| Campaigns Officers | LC gave a verbal summary of the written reports.**AP – campaigns to reach out to students about getting involved in the planning of campaign weeks.****AP – campaigns to send round the LSU video****AP – send round script for TEF video** | PASSED |

Full written reports can be found on the SU website.

1. **Students’ Union Issues**

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| **Exec of the Month – T4** | E+D Officers!!! – Congratulations on a brilliant interfaith week, steering group, SLS outreach and BHM. |  |
| **Student Feedback – Reps, E+D, FH, Campaigns** | At the E+D outreach in the SLS it was seen that a lot of people aren’t aware of what the SU does. People felt that the highest level of transparency within the SU is during elections and would like some T3 contact outside of the office, perhaps in the SLS once weekly.A number of issues came up at the steering group. Some feel the SU isn’t very transparent and can feel a but inclusive. People feel Prevent has been brushed over a bit, and PAF are working on it and Representation Officers are working to get a petition out so that there could possibly be a referendum.Attendance at the steering group was disappointing but valuable topics were still discussed and was very useful. It will next time be held after council, which will hopefully be a good chance to get society members together and an incentive may be provided. It was recommended that topics to be discussed are advertised ahead of time, for example if people know that Prevent will be on the agenda, more people are likely to attend.Would like anyone with any ideas of how we can reach more underrepresented students that would be great. Please share ideas! Steering group information will soon be going on Moodle which will hopefully help. | **AP: GB to send Steering Group minutes to exec** |
| **Christmas Thank You – CBr** | Corey thanked everyone for their hard work so far this year and wished everyone a well deserved break over the Christmas Holidays. |  |
| **Lecturer Feedback - CBr** | Working to create a feedback system for each lecture received. This is so that we can monitor how staff are and be more aware of any recurring issues. Hopefully this will get built into the staff appraisal system so that they have to prove their quality of teaching in regards to your feedback. This will replace the weekly feedbac some courses ask for, want to standardize the feedback over all courses. We would like ideas and help with what questions you think would be valuable to ask. We will run a trial of the system before it is put out to all students.*Ideas:**How did you find the pace of the lecturer’s delivery?**How is the lecturer’s professionalism inside and outside of lectures?**What was the applicability and relevance of the lectures within the timing of your course and learning cycle?**How was the balance between spoken teaching and slide content?**How engaging was the lecture?**What the lecture content appropriate for the allocated time?**How was the organization and clarity of the lecture?* |  |
| **NUS Delegate introduction - SL** | SL introduced herself, explained what she has been up to recently and what her plans and hopes are for the year to come. |  |

1. **Society Proposals**

None!

1. **AOB**

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| **St George’s Mascot – CBr** | Been contacted by SGUL communications about purchasing a mascot. The costume will be paid for by SGUL (not SGSU) and so will all repairs. The mascot will be stored downstairs by the university but will be available for society and sports use, can be used at events, open days etc. Small toys could also be sold in the shop.The costume would be full customizable so would like everyone’s input on how we should have it. It is all about increasing engagement and community which is the direction of the university’s strategic plan. Hopefully this will be in place by January.*Ideas: remove the horn, sash across, gold wings, darker green material, all student poll to name him.* |  |
| **Emails! – CBr** | PLEASE CHECK EXEC EMAILS AND RESPOND TO PEOPLE! Getting a lot of people chasing up queries. |  |
| **Free photography - CBr** | On 7/12/16 there will be free photography for societies and teams who would like to book in. We will be taking an exec photo at this time so all please be available and bring red shirts. |  |
| **Attendance + Reports - FH** | Reminder that exec attendance and written reports are recorded and will be published before SGM and AGM. FH showed the current records. |  |
| **6 Month Reports – FH** | 6 month reports will be due at the end of January, so this is warning ahead of time for anyone that might want to start theirs over the holidays. |  |
| **App Usage - Comms** | The app was opened over 12,000 last month, which is amazing. Would like everyone’s feedback and ideas on how to make it better as it is a channel of communication we should be using more! | **AP – all of exec to download the app and send ideas to Comms** |

1. **Important Dates**

Christmas Disco - Friday 2nd December

Research Day – Wednesday 30th November

1. **Date of next meeting**

Tuesday 10th January 2017!!